

How to Register as a Vendor for the Conference

Please note: The exhibitor registration process has changed. Please follow these step by step instructions to register as an exhibitor.

- <u>Starting Registration:</u>
 *Please note you must have a MI-TRAIN account before registering, see MI-TRAIN instructions also attached.
 - Log in here then type in "1082535" in the search box and click Enter.

Click on the title 2019 Great Lakes Homeland Security Training Conference & Expo **Vendor Registration to register**



COURSE CATALOG



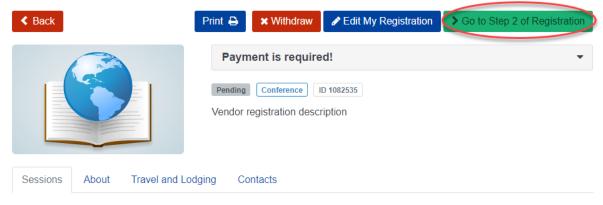
ADMIN HELP

HOME

■ 2019 Great Lakes Homeland Security Training & Expo-Vendor Registration

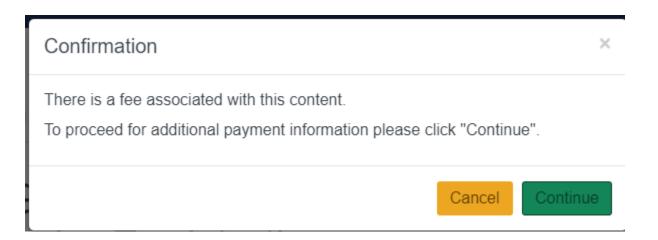
CALENDAR

YOUR LEARNING



Your schedule

Click on the green "Go to Step 2 of Registration" button to continue.



You will receive a confirmation screen stating there is a fee associated with this registration. Click Continue.



Next you will see the Payment Processing Center page, if you were not given a Special Code, hit "Continue." (Only non-profit organizations will have a special code)



REGISTRATION INFORMATION

Please fill out the following registration information:

	Additional Fee	
Your registration fee includes a 10x10 booth, would you like to upgrade to a 10x20 booth?	\$325.00	No ▼
Your registration fee includes a 10x10 booth, would you like to upgrade to a vehicle space?	\$550.00	No ▼
Name of first booth representative		
Second Booth Representative		
Would you like the to add an additional booth presentative?	\$60.00	No ▼
If you chose to add the additional booth representative, enter name		
Please indicate your first booth choice		
Please indicate your second booth choice		
Please indicate your third booth choice		
Will you need electricity?	\$60.00	No ▼
What company name would you like on your booth sign?		
Would you like to be a Gold Sponsor?	\$6,000.00	No ▼
Would you like to be a Silver Sponsor?	\$4,000.00	No ▼
Would you like your logo on the Guidebook app?	\$100.00	No ▼
Would you like to be a Bronze Sponsor?	\$1,000.00	No ▼
Would you like 1 logo Floor Cling?	\$300.00	No ▼
Would you like 3 logo Floor Clings?	\$500.00	No ▼
Would you like 5 logo Floor Clings?	\$700.00	No ▼
Would you like 7 logo Floor Clings?	\$1,000.00	No ▼

Back

If exiting out at this point in the registration process: YOU ARE NOT REGISTERED!

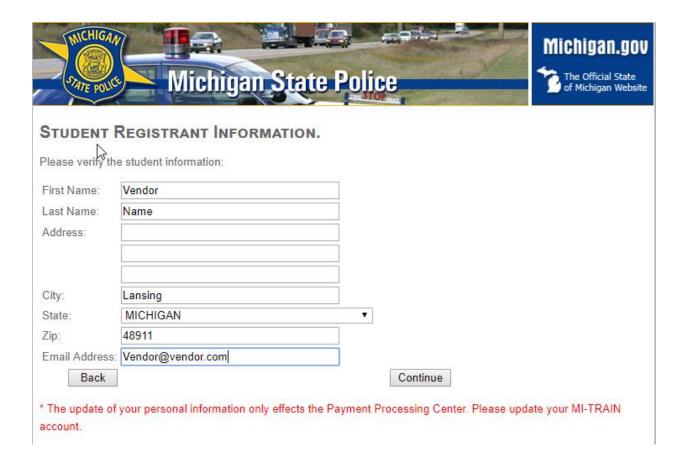
Once you have reached the Registration Information page, please read each question very carefully as several questions are defaulted to "**No.**"



Next, select "Self" when asked who is responsible for payment.

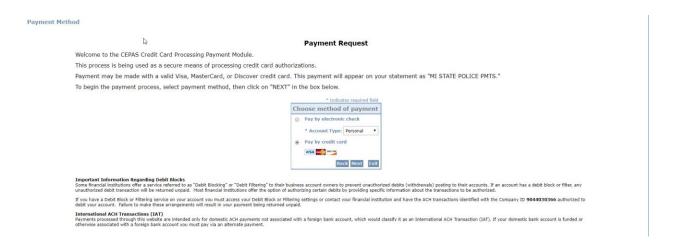


When you reach the Payment Method page, the Credit Card box is checked, **this is the only form of payment that is accepted,** click continue.



Next, please verify your information by clicking "continue."

Then you will see the Verification of Additional Information page, please review and click on the "I agree" to the terms and conditions at the bottom of the page. Then click "continue."



You will now be redirected to the payment request page. Check "Pay by Credit Card" then click "Next".

Enter all credit card information, click "Next".

You will receive a confirmation indicating you completed the payment process. **You are now registered for the conference.**